

# Memorandum

**TO:** Distribution List

**FROM:** Bryan Tippie, Budget Director

**DATE:** November 26, 2003

**Re:** Minutes of the November 20, 2003 Finance Committee Meeting



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Committee Members present: Mr. Ray Graham and Ms Sharon McCamy

The Finance Committee met on November 20, 2003, at 4:00 p.m. in the 1<sup>st</sup> Floor Conference Room of the 320 Hospital Hill Office Building. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** Paul McCulla, County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

### **FY 2004**

#### **1. Library - \$4,000**

- a. \$2,395 in Federal E-Rate Refund to be appropriated for the New Baltimore Branch Library was **deferred** for the December Finance Committee meeting in order that additional information be obtained.
- b. \$4,000 in a donation from Luck stone Corporation was approved for appropriation for the Bealeton Station depot renovation.

#### **2. Adult Court Services - \$4,725**

\$4,725 from the Edward Byrne Memorial Federal Grant was approved for appropriation for implementation of county-wide video satellite downlink trainings.

#### **3. Airport - \$28,692**

\$28,692 generated from Airport personal property revenue was approved for appropriation for Airport operations.

**4. School Division - \$418,756**

- a. \$3,295 in revenue generated from the Summer Enrichment Program was approved for appropriation to offset related expenses.
- b. \$316,681 in Federal funds (Teaching American History Grant) was approved for appropriation to promote an increase in student achievement.
- c. \$52,000 in State technology funds was approved for appropriation for the Alternative Education Program at the Southeastern School.
- d. \$5,698 in State funds was approved for appropriation for Standards Of Learning (SOL) remediation.
- e. \$41,082 in State funds (Algebra Readiness Initiative) was approved for appropriation to increase student achievement.

**5. Sheriff's Office - \$1,120**

Federal funds of \$1,120 from the Share of Forfeiture Proceeds – DEA was approved for appropriation in drug enforcement operations.

**6. Fire and Emergency Services - \$15,840**

- a. \$840 from the Emergency Services - Operations budget was approved for appropriation in the Fire and Rescue Capital Improvements Program (CIP) for respirator expenses.
- b. \$15,000 from the Emergency Services - Operations fund balance was approved for appropriation for three laptop computers for disaster management services.

**7. Agriculture Development - \$3,060**

\$3,060 from the department's FY 2003 Carryover – Fund Balance was approved for appropriation for special events to promote Fauquier County Agriculture programs.

**8. Social Services - \$3,600**

\$3,600 in Federal Revenue Maximization funds was approved for appropriation as a contribution to Services to Abused Families (SAFE).

**9. Information Technology - \$541,160.38**

As part of the ongoing accounting code alignment, \$541,160.38 in technology equipment funds that did not qualify for the Capital Fund, was approved for appropriation from the Capital Fund to the Information Technology operating budget.

**Transfers:**

**1. County Attorney - \$2,079**

An interdepartmental transfer of \$2,079 was approved for a career ladder program for Assistant County Attorney positions.

**2. Contribution – Rappahannock Legal Services - \$2,500**

\$2,500 was approved for transfer from the Contingency Reserve to assist the RLS due to federal funding reductions and an increased number of Fauquier households served.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2004**

**1. School Division - \$1,583,501**

- a. \$1,486,865, one half of the School Division's FY 2003 undedicated year end fund balance, was approved for appropriation for various operational needs (textbooks, buses, school supplies, maintenance issues and equipment).
- b. \$96,636 in State Lottery funds was approved for appropriation for operational needs (food services equipment, instructional equipment and programs, referendum preparation).

**2. Budget Office - \$1,486,865**

\$1,486,865, one half of the School Division's FY 2003 undedicated year end fund balance, was approved for appropriation to the School Division's Construction Reserve.

**3. Fire and Emergency Services - \$63,906**

\$35,700 from new FY 2004 Fire and Rescue Levy revenue and \$28,206 from Emergency Services - Operations Fund Balance was approved for appropriation for a Training Captain position, a vehicle and other required equipment.

**4. Parks and Recreation - \$18,533**

\$18,533 from new FY 2004 Parks and Recreation revenue was approved for appropriation for additional temporary staffing and consultant services to develop an internal accounting system.

**5. Board of Supervisors - \$1,900,000**

\$1,900,000 from Fund Balance was approved for appropriation for Monroe Park Phase III to include a stamp mill/power shed, two bunk houses, boardwalks, recirculating steam, restrooms, playground expansion and interpretive exhibits.

**Transfers:**

**1. Social Services - \$22,000**

\$22,000 was approved for intradepartmental transfer to convert a Full Time Permanent (FTP) Adult Senior Eligibility Worker position to Part Time Permanent (PTP) Adult Senior Eligibility Worker and PTP Adult Social Worker Aide.

**2. John Marshall Soil & Water Conservation District - \$37,912**

\$37,912 from the Contingency Reserve was approved for transfer to the John Marshall Soil and Water Conservation Office for a Full Time Permanent Erosion and Sediment Specialist position.

**Finance:**

Health Insurance – Through October there has been a 26.5% increase from the same time period in FY 2003. The average for the first four (4) months in FY 2004 is \$825,000 per month. On December 10, 2003 a meeting will be held with Anthem to discuss renewal information for FY 2005.

Fund Balance – The Committee was briefed on the Fund Balance status which at the end of FY 2005 was \$22.7 million. Under the new policy (10% of General Fund Revenue) the unreserved undesignated Fund Balance is \$10.1 million. Of the remaining funds the Board of Supervisors has approved or will be considering using \$6.0 million for various projects. These include approximately \$.4 million in federal and state carryover issues, \$1.5 million for School Construction Reserve (½ of Schools year end balance), \$1.5 million for School operational issues (the other ½ of Schools year end balance), \$1.0 million to replenish the Contingency Reserve, and \$1.6 million to fully fund Option II to renovate the Courthouse. It was also pointed out that approximately \$1.5 million is normally required to fund County Capital Improvements Program cash projects in the following fiscal year (FY 2005).

Note:

As part of the November Finance Committee Meeting, \$1.9 million of the available Fund Balance was recommended to support Monroe Park, Phase III. This action will be considered by the Board of Supervisors in December.

**Fund Balance Summary**

\$22.7	Fund Balance as of 30 June 2003
-\$10.1	10% Fund Balance
-\$ 6.0	Projects currently approved or under consideration by BOS
-\$ 1.5	Cash Funding of County CIP Projects FY 2005
<u>-\$ 1.9</u>	Monroe Park, Phase III
\$ 3.2	To the General County Construction Reserve

**Budget Office:**

Bryan Tippie, Budget Director, briefed the following issues:

CIP Update – The Construction Subcommittee has completed their work and will be reporting to the CIP Committee in early December.

Parks & Recreation Office Move – Originally \$227,028 was approved in the CIP for the establishment of the Warrenton Community Center and movement of the Parks and Recreation Department into that facility. With the revised movement of Parks and Recreation to 320 Hospital Hill, \$34,903 of the original project will be used for this endeavor.

**The next Finance Committee Meeting will be  
December 18, 2003 at 4:00 p.m.**